

## MINUTES OF A SPECIAL MEETING

### BROOKLYN CITY COUNCIL

**October 7, 2013**

**7:00 p.m.**

Present: Tony DeMarco  
Ron Van Kirk  
Colleen Gallagher  
Katie Gallagher  
Kevin Tanski  
Tom Murphy  
Kathy Pucci

Absent: None

Pledge of Allegiance.

#### **PUBLIC SESSION:**

*None*

#### **REQUESTS:**

Request for confirmation of a Finance Director. The Council anticipates going into Executive Session for the purposes of personnel to discuss the confirmation of the Mayor's candidate, including Council interviewing the candidate, with the Mayor, Council and Mr. Enovitch at various times. **MOTION** by Tanski, second by C.Gallagher to adjourn to Executive Session for matters of personnel relating to the confirmation of the Finance Director. **VOTE RESULTED:** *Adjourn to Executive Session:* Yes: DeMarco, Van Kirk, C.Gallagher, K.Gallagher, Tanski, Murphy, Pucci. No: None. (**ADJOURNED TO EXECUTIVE SESSION**)

**MOTION** by C.Gallagher, second by Tanski to reconvene. **VOTE RESULTED:** *Reconvene:* Yes: DeMarco, Van Kirk, C.Gallagher, K.Gallagher, Tanski, Murphy, Pucci. No: None. (**RECONVENED**)

President Pucci said this special meeting was made to accommodate the Mayor's request, but they had requested information from the Mayor that they were not given, which is available to anyone who would request it. Council will defer this decision to their next meeting on October 15<sup>th</sup> at 7:30. Council is making an official public records request with Law Dir. Claussen for the resumes of every person who applied for the Finance Director position, except the six that were already given to her, and to please call everyone when they are in their boxes. **MOTION** by Murphy, second by Tanski to defer the request for confirmation of Finance Director until October 15<sup>th</sup>. **VOTE RESULTED:** *Defer:* Yes: DeMarco, Van Kirk, C.Gallagher, K.Gallagher, Tanski, Murphy, Pucci. No: None. (**DEFERRED**)

Councilman Murphy asked why if 24 people applied only six were interviewed. He believes the person interviewed this evening is a great guy and well qualified, but questioned only interviewing six.

The next item was about the information received on shade/treelawn trees. Councilmembers have brought up questions about it, and hopefully everyone reviewed it. The legislation might be updated in the future to address certain items. Dir. Verba said he is still compiling information, and will be meeting with other Service Directors, and he will discuss it with them.

The next item was about staffing in the Building Dept. There was a letter and request from Comm. Fitzgerald about the possibility of hiring an assistant. President Pucci suggested executive session for matters of personnel for the Bldg. Dept. Dir. Claussen suggested doing it during open session, citing court decisions relating to the gray area of executive session and personnel. Pres. Pucci asked Comm. Fitzgerald to address Council on this matter. Comm. Fitzgerald said due to the loss of our part-time inspector to a full-time position elsewhere, he is alone in the department, and has requested the Mayor to look into hiring an assistant commissioner and part-time inspector. His letter to Council outlined his needs and what the

department has been handling, including reviewing all the ordinances, update them, bringing fees up to date, being aggressive on securing permits from contractors, and addressing violations. Gave comparisons of 2012 to today's date on permits, fees, jobs costs, inspections. He said there's a lot of work going on in the city. A pilot test program was also done on certain areas that needed housing maintenance; but that's gone now that the part-time person is gone. He feels the current construction trend will continue, and with the assistance of the economic development department, it has gone through the roof and he sees it continuing. The ISO rating went from 4s in commercial/residential to 5s, which is not good; though he sent a letter updating them on new policies, did some creative writing, and they came back and went to the 4s. But at the time we showed a part-time inspector, continuing education, and changes made to the department. Losing the inspector now could put us back to the 5s. His statement is, with the increases of fees in housing licenses, that would pay for a part-time inspector. When asked, he replied to Pres. Pucci he wouldn't have a problem finding someone, someone with experience in housing maintenance, and then also apply for the housing licenses the state requires. He said the main thing is, he needs an assistant. He is by himself now, and he needs help. If he's not here, there's nobody here. There are backups, but they're from other cities. We need a qualified individual that has all of the licenses required by the state, so if he's not here they can take over. Our plumbing inspector is out of No. Royalton, and he has to call him when needed. It's working out, but would be nice to have a plumbing inspector on staff. Pres. Pucci asked what his proposal is for pay (current range is \$47,000 - \$51,000); Comm. Fitzgerald said \$55,000-\$60,000. He said with what the Dept. has done this year, we can support a full-time Asst. Commissioner and a part-time inspector, and the revenues will continue to come in. The part-timer would not have to have all the credentials because they would be doing mostly zoning, and it's not required to have state certifications. Councilman Tanski asked if this would be enough to add the checking of rental properties quarterly. Comm. Fitzgerald said we would start a program to at least go through them once every three years, a complete interior/exterior inspection. It would be tough in the beginning because they've never been inspected; but once the owners know what we're looking for they'll be proactive to clean the properties before we get there. Pres. Pucci said our ordinance would be changed for the interior inspections. Comm. Fitzgerald said it would be done on a rotating basis. Councilwoman Katie Gallagher asked if we posted for the job and based the salary on experience and didn't do it within the ordinance, but were willing to change the ordinance, can we structure a job posting like that? Dir. Claussen said the ordinance would have to be changed prior to hiring. Councilman DeMarco asked if there was any projection for next year's fee income, based upon any new construction, etc.? Comm. Fitzgerald said, based upon new construction coming up, right now we'd be pretty much equal to what we have now today. Pres. Pucci noted the letter touched on the shared secretary and additional duties she has. Comm. Fitzgerald said Mrs. Stanton is very good at what she does, as Dir. Verba would agree, but she is stretched to the limit. She does a fantastic job, but she can only do so much in a day, and he and Dir. Verba sometimes both want things done by her. Both departments would benefit by looking into the possibility of separate secretaries. Pres. Pucci asked when Council would like to vote on this. But she added we don't have the total costs (benefits, pension, salary, Medicare...) Councilman Van Kirk said his concern is we don't know what the future revenue stream for the city will be, and talking now about hiring two more people (full-time assistant and secretary), it's a concern. He respects and understands they are working hard, but his concern is that we just don't know. Councilman DeMarco would like to wait till the next meeting, so he could better understand the ability to replace the part-time person, plus adding another full-time person. He'd like to see what we've spent historically, and other things. Pres. Pucci suggested holding off until the next meeting so everyone is comfortable having enough information to make a decision. **MOTION** by Murphy, second by Van Kirk to defer to the Oct. 15<sup>th</sup> Council meeting. **VOTE RESULTED:** *Defer:* Yes: DeMarco, Van Kirk, C.Gallagher, K.Gallagher, Tanski, Murphy, Pucci. No: None. **(DEFERRED)**

There being no further business, **MOTION** by C.Gallagher, second by Van Kirk to adjourn. **VOTE RESULTED:** *Adjourn:* Yes: DeMarco, VanKirk, C.Gallagher, K.Gallagher, Tanski, Murphy, Pucci. No: None. **(ADJOURNED)**

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Asst. Clerk of Council

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President of Council